Initial Processing – Case Creation: Appeals

## Agenda

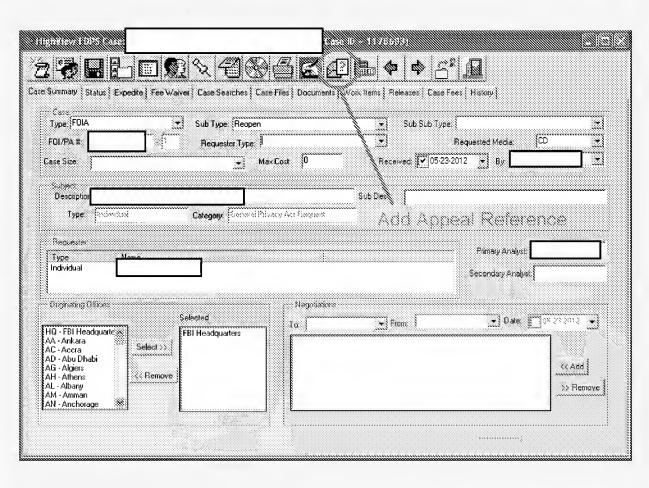
Topics Covered for Appeals

# Initial Process: Appeal References and Appeals

- Appeal Reference indicator that is inextricably linked to the pertinent FOIPA case.
- Appeal a FOIPA case that has been reopened in response to an OIP remand.

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- Access FOIPA case through Retrieval Search
- APPEAL
  REFERENCE icon

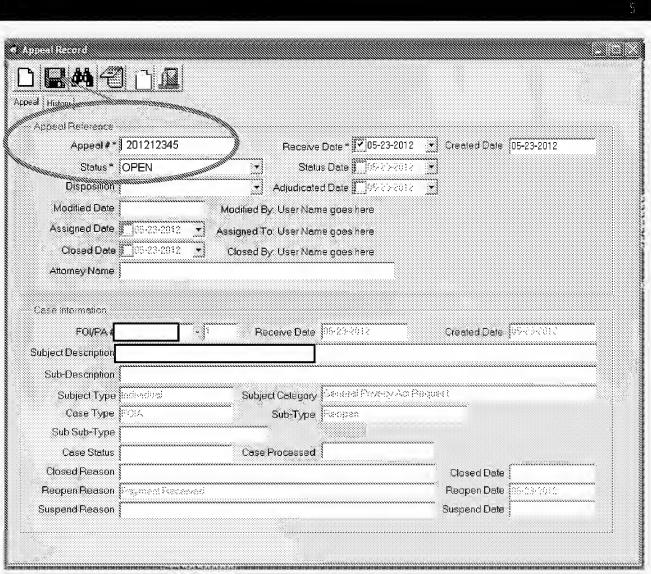


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### Initial Process: Creating an Appeal Reference

- Enter APPEAL

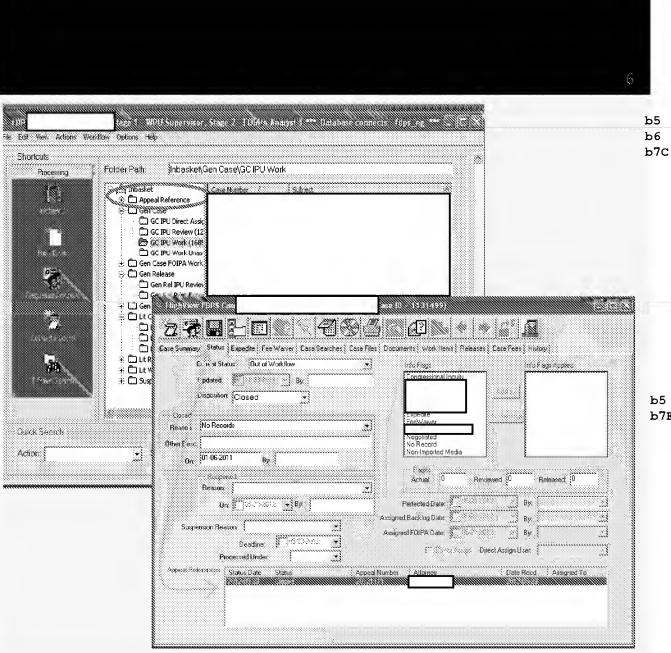
  NUMBER (this is found in OIP's appeal letter).
- Enter Status, which will most likely be
   "OPEN" at the initial entry stage.
- Click SAVE and exit out the GREEN DOOR.



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### Initial Process: Appeal Reference

- The appeal reference can be accessed and modified from either the STATUS tab of a request or from the APPEAL REFERENCE folder.
- The **STATUS** tab of a FOIPA case will also indicate that there is an appeal pending for the case.
- o If you have the **APPEAL REFERENCE** folder, you will be able to see the appeal reference from the folder.



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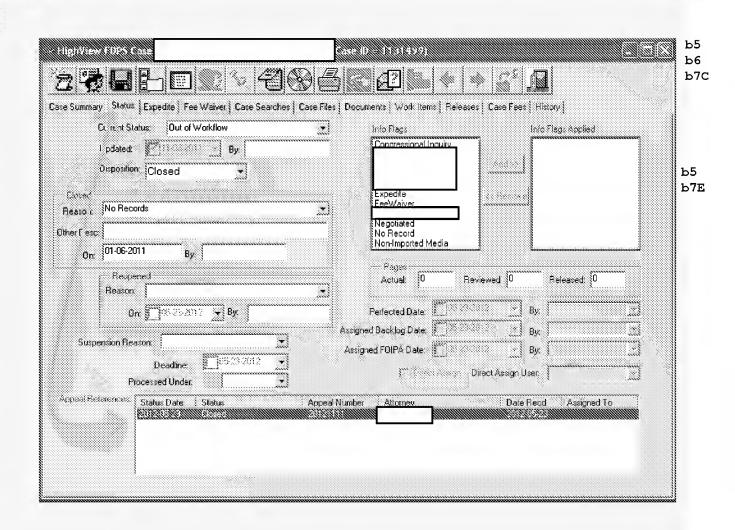
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### Initial Process: Closing an Appeal Reference

- At the time OIP has resolved the appeal, the appeal reference will be closed in the system.
- Depending on the decision that is made by OIP will determine if an Appeal is opened subsequent to the Appeal Reference.

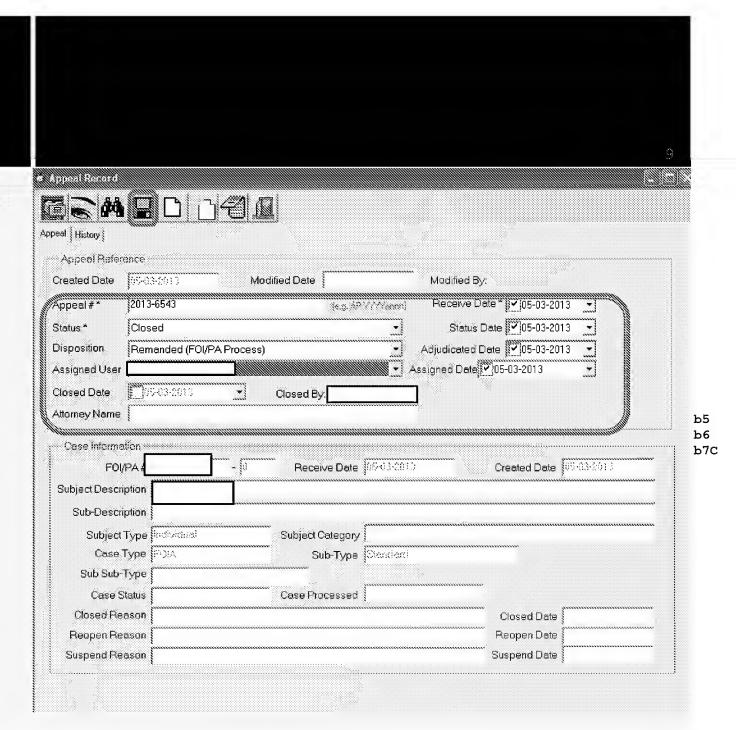
### Initial Process: Closing an Appeal Reference

Access the Appeal
Reference from the
STATUS Tab of the
FOIPA case and
double click the
Appeal Reference
from the bottom
window.



### Initial Process: Closing an Appeal Reference

- Change status to CLOSED
- Select **DISPOSITION**(Affirmed, Remand,
  Administrative, DRC
  Review, etc.); **ASSIGNED USER** and **ADJUDICATION DATE**
- Enter name of OIP Attorney
- Click SAVE and exit out the GREEN DOOR



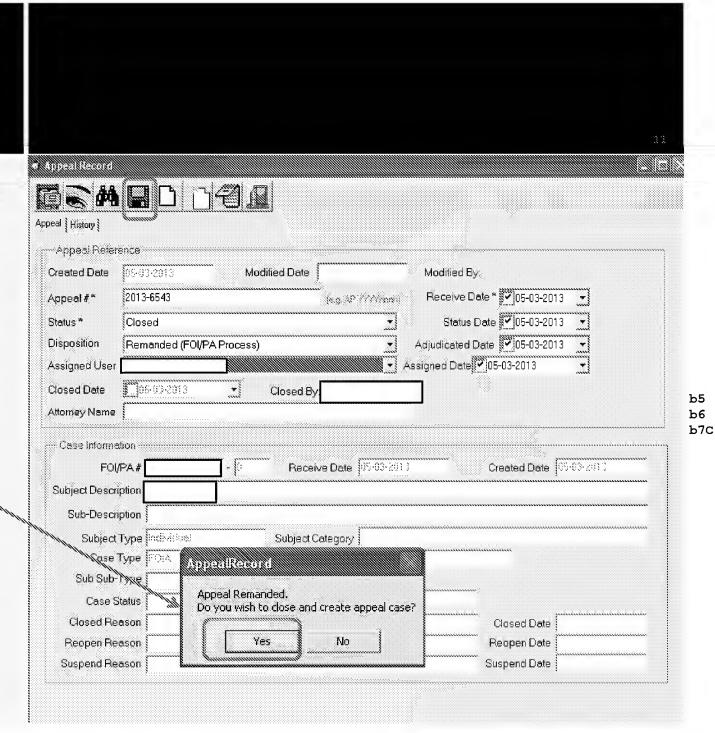
# Initial Process: Creating a Remanded Appeal

- For closings that do not require further action (affirm, administrative, etc.), the appeal reference will now be closed and disappear from the Appeal Reference folder.
- For Remand or DRC review closings, an "Appeal" must be opened.

### Initial Process: Creating a Remanded Appeal

When closing the appeal reference as **REMANDED**, you will be prompted to create an appeal case the second you click the **SAVE** icon. You will also have to select an **ASSIGNED USER**.

2. Click YES



### Initial Process: Creating a Remanded Appeal

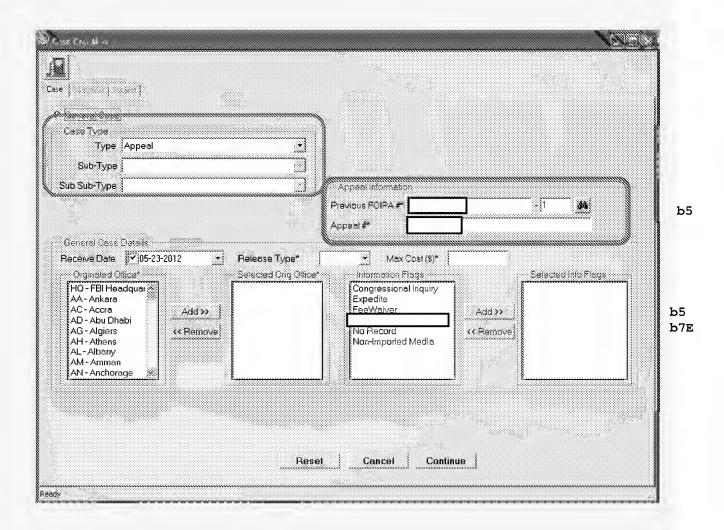
Clicking YES

automatically

transports you to

**CASE CREATION** 

Important fields will auto-populate!
Ensure that Case
Type shows
APPEAL, Sub-Type
is filled out, and that the APPEAL
INFORMATION box has correctly populated.



12

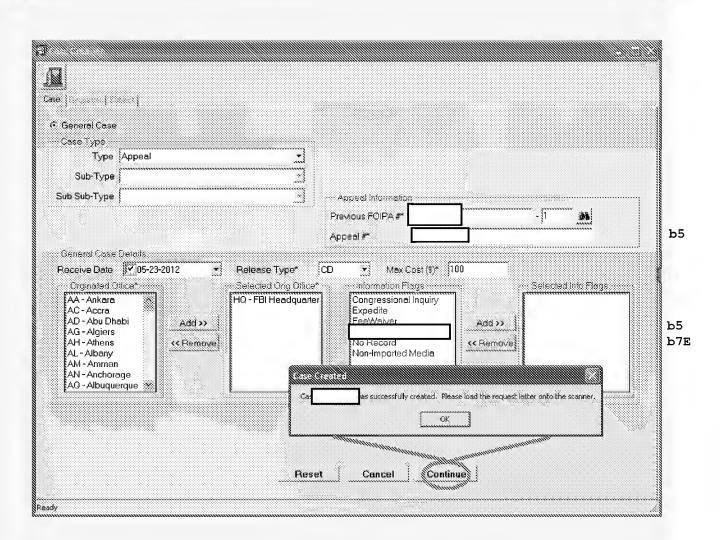
### Initial Process: Creating a Remanded Appeal

Enter all required
General Case Details;
Sub-Type;
Originating Office;
Release Type; Max
Cost (If applicable-also enter any

Information Flags)

#### 6. Click CONTINUE

- You will be notified that the appeal has been created. This means the FOIPA case is re-opened.
- 8. Click **OK** and scan in OIP adjudication letter.



33

### Initial Processing - Appeals

- Newly-opened appeals do not receive a new extension (i.e. they do not become -oo1, etc.).
- Newly-opened appeals go to the "GC IPU Work" queue and will have an front of the case number



Appeals are extremely important. The new system streamlines processing and minimizes the possibility of errors.